



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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PROCUREMENT CIRCULAR NO. 2014-03

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads
Hawaii State Public Library System, State Librarian

Chief Procurement Officers (CPOs):

Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, President and Chief Executive Officer
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, Maui, and City & County of Honolulu

Executive Branch, Finance Director
Legislative Branch, Chairperson of the County Council
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director

FROM: Sarah Allen 

SUBJECT: SPO Training: Change in Webinar Platform

The State Procurement Office is using a new webinar platform, Adobe Connect, for SPO training webinars.

A [QuickStart Guide for Participants](#) can be found on the *About SPO Webinars* page on the SPO website in the Training section.

First time users of Adobe Connect should test their computer before attending an SPO webinar by visiting the Test Connect Site at:

https://na3cps.adobeconnect.com/common/help/en/support/meeting_test.htm

For technical questions or problems connecting to Adobe Connect your staff may contact *MeetingOne Support* at 1-888-523-8445. For general questions about SPO training your staff may contact Carey Ann Sasaki at 586-0575 or careyann.r.sasaki@hawaii.gov.